



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>Occupational Case Management Specialist</b>
3	<b>Posting Number</b>	<b>PN # 102336</b>
4	<b>Department</b>	<b>Human Resources</b>
5	<b>Division</b>	<b>Risk Management</b>
6	<b>Section</b>	<b>Case Management</b>
7	<b>Reporting Location</b>	<b>611 Walker</b>
8	<b>Workdays &amp; Hours</b>	<b>M-F, 8am-5pm</b>
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Review, analyze and manage cases according to established guidelines. Perform case management for workers' compensation claims. Compile statistics for purposes of evaluating program objectives. Communicate orally and/or in written form with injured employees, supervisors, designated departmental representatives, third-party administrator personnel, rehabilitation vendor staff, and case management. Monitor and review claims to facilitate return to work. Create and maintain reference manual for position of Occupational Case Management Specialist in the Case Management Section. Performs special studies and investigative related work when assigned. May require local travel to train field personnel regarding requirements of workers' compensation laws and City of Houston reporting requirements.	
10	<b><u>WORKING CONDITIONS</u></b> The position requires lifting of moderately heavy items such as records boxes (up to 40 lbs.) and/or very long periods of walking on rough surfaces on a routine basis.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires an Associate's degree in Business Administration or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Three years experience in automobile, general liability, contract and/or workers' compensation claims evaluation or a related field is required.	
13	A Texas Department of Insurance Adjustor's license type 3 must be obtained within the first year of employment wit the City Of Houston. Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP2-2).	
14	<b><u>PREFERENCES</u></b> Knowledge of the Texas Workers' Compensation Act, good computer skills and strong interpersonal abilities are preferred. Preference given to applicants with experience as a practicing nurse.	
15	<b><u>SELECTION/SKILLS TEST REQUIRED</u></b>	None
16	<b><u>SAFETY IMPACT POSITION</u></b>	X Yes    No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 19 \$1,094 –\$ 1,491 Biweekly      \$28,444 – \$38,766</div>	
18	<b><u>OPENING DATE</u></b>	January 5, 2005
19	<b><u>CLOSING DATE</u></b>	OPEN UNTIL FILLED
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>	

An equal opportunity employer